

Security Information

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Tab A

QUESTIONS

(Sources indicated by numbers corresponding to items in Tab B)

1. What may I expect in regard to dependent benefits from CIA? (5)
2. Will women be given equal attention with men in regard to career development? (6)
3. Will I be eligible for retirement under the Civil Service Retirement Act if I work for CIA? (3)
4. What would be my position if a reduction-in-force were conducted in CIA? (3)
5. What benefits will I receive if I am injured in line of duty? (3)
6. Will the Medical Office treat me if I become sick while on duty? (3)
7. What are the primary factors required of individuals engaged in intelligence work? (9)
8. Does my Career Service Board have anything to do with selecting new members of my Career Service? (2)
9. Are the standards for CIA personnel expected to be on a par or above other government agencies? (4)
10. What are the primary factors required of individuals engaged in intelligence work? (9)
11. Why is the CIA the hardest governmental organization in the world to get into? (5)
12. What recourse do I have if I feel that I am being treated unfairly in any way in my relationship with the Agency? (3)

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13. How are the rights of Agency employees protected? (9)
14. Will I be required to serve a longer trial period than other employees in government? (5)
15. Will I be required to appear personally before any Selection or Evaluation Panel? (5)
16. Is there any chance that I can be down-graded in regard to pay? (3)
17. Are within-grade pay increases reviewed by my Career Service Board? (2)
18. What makes a good CIA Officer? (5)
19. What is the purpose of the Performance Evaluation program? (3)
20. What do I gain by contributing ideas which may improve working methods or conditions within the Agency? (3)
21. Will there be a recurring need for re-evaluating our personnel? (7)
22. Will I be informed of any new developments or changes in the Career Service Program? (2)
23. What should I do if I have a suggestion for improving the Career Service Program? (2)
24. Does a policy of rotation include key Agency officials? (8)
25. Will employees generally be restricted to staying within one office of the Agency or will opportunities for rotation be extended between offices? (6)
26. Will I be expected to rotate into an overseas position? (4)
27. Can I receive rotation training right in my own Section or Branch? (2)
28. How can I learn about available rotation opportunities? (2)
29. What is rotation? Is it training? (2)
30. What kind of a future may I expect in intelligence work? (5)
31. Will changes in political administration affect substantially the Agency? (8)
32. Are the Director and his principal Deputies and Assistants political appointees? (8)
33. What type of Agency are we trying to build? (1)
34. To what extent do the future personnel needs of the Agency influence my career development plan? (2)

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35. With what objectives is my Office Career Service Board concerned? (2)
36. Is my employment with CIA subject to any time limitation? (3)
37. For what reasons may I be involuntarily separated from the Agency? (3)
38. May I appeal an involuntary separation? (3)
39. For what reasons may I be suspended from the Agency? (3)
40. What would be my position if a reduction-in-force were conducted in CIA? (3)
41. What may I expect in regard to tenure with CIA? (5)
42. Is there any way I can obtain a loan through CIA if I am short of funds? (3)
43. What type of satisfaction will one receive by working for CIA? (1)
44. Am I automatically a member of the Career Service of the Office to which I am assigned? (2)
45. Is there any one place where I can get information about the Career Service Program, or at least be told where I can find it? (2)
46. Do temporary employees of the Agency receive the same advantages from the Career Service Program as those of us who are career employees? (2)
47. What policy governs promotions within the Agency? (6)
48. Will additional training aid me in advancing within the Agency? (6)
49. Can an employee expect to be considered for promotion to fill a vacant position which is at a higher level than the work he is presently doing or will such positions be filled from outside the office and perhaps the Agency? (8)
50. Who initiates recommendations that I should be promoted? (2)
51. Can I be promoted if the position to which I am assigned is not classified in a grade higher than I hold? (2)
52. Is there a seniority list of all those in my grade for use in reviewing promotions? Do I have to be at or near the top of such a list to receive a promotion? (2)
53. Must I have a specific amount of time-in-grade before I can be considered for a promotion? (2)
54. If I have not been promoted for a long time, will my Career Service Board investigate to find out why? (2)

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55. Is it possible for my promotion to be held up until I can finish a certain period of training? (2)
56. If there is a position vacancy in my Career Service, may I apply for it on my own? (2)
57. If a position vacancy occurs in my Career Service, is the matter referred to the Board so that it can recommend persons to fill the vacancy? (2)
58. If my career development and advancement seem to be stymied, is there anything I can do? (2)
59. Are all proposed personnel actions reviewed by my Career Service Board? (2)
60. Will a personnel action which concerns me be delayed if Career Service Board reviews it? (2)
61. Does my Career Service Board review a proposed personnel action which would promote me? (2)
62. If I am reassigned to a position of higher grade, will I automatically receive a promotion? (2)
63. If I am in a clerical or administrative position, may I be considered for "professional" duties? (2)
64. Will the CIA make a large investment in my career? (5)
65. What avenues of training may be open to me as a career employee? (6)
66. Will a request for training or personnel action for me be disapproved if it does not conform to my career development plan? (2)
67. When I finish a training course, inside or outside the Agency, can I assume that there will be a record of the training in my personnel file? (2)
68. Will I be informed of opportunities for training as they become available? (2)
69. What are the duties of a Training Officer of a Division or Staff Office? (2)
70. How can I apply for training? (2)
71. Will the completion of courses on my own outside the Agency help me to advance? (2)
72. Are there any bibliographies or lists of references to materials which I can study to help me advance in my field of specialization? (2)

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73. Can I be released from my duties to take a long training course? (2)
74. Are my wishes considered when a training plan is being developed for me? (2)
75. How can my supervisor know enough about all training opportunities (both inside and outside the Agency) to make specific recommendations about my training (for example, when he completes my Personnel Evaluation Report)? (2)
76. Is it possible for me to get help in arranging to attend courses outside the Agency? (2)
77. Is it possible to have a permanent, secure career in intelligence work? (8)
78. What is the aim of the Career Service? (7)
79. Is everyone working for the Agency a career employee? (6)
80. What authority do the Office Career Service Boards have in regard to the Executive in charge of the Office? (6)
81. Do CIA employees have Civil Service Status? (5)
82. What kind of a future may I expect in intelligence work? (5)
83. If I accept overseas service where will I stand on my return? (4)
84. Is the CIA Career Service meant to be a small elite corps? (4)
85. If I have to enter the military service will I be able to get my job back upon honorable discharge? (3)
86. If I acquire Civil Service status before entering CIA will I retain it? (3)
87. Is it possible for me to obtain Civil Service Status while working for CIA? (3)
88. Is my tenure with CIA dependent on Civil Service competitive status? (3)
89. How long will I be a member of my particular Career Service? (2)
90. Does my Career Service include clerical and administrative personnel as well as "professionals"? (2)
91. What is the CIA Career Service Board? (2)
92. What is the CIA Career Service Program? (2)

93. What does it mean to say that the Career Service will "develop" a career employee? (2)
94. What is a "career development plan"? (2)
95. What part does the Personnel Evaluation Report play in the program of my Career Service? (2)
96. What happens after my Career Service Board approves a career development plan for me? (2)
97. When my Career Service Board approves a plan for my utilization and development, who is notified of their decision? (2)
98. Will I be notified of my career development plan? (2)
99. How can I help to plan my own career? (2)
100. Are career development plans stated elaborately and in detail? (2)
101. Just how soon will there be a career development plan for me? (2)
102. Are career development plans made for individuals or for whole groups or types of persons? (2)
103. Is my supervisor required to show me my Personnel Evaluation Report? (2)
104. How can I find out the qualifications I must have to be considered for a position or type of work in which I am interested? (2)
105. Can I request reassignment? (2)
106. Will my Career Service Board review a request for personnel action which proposes my reassignment? (2)
107. Who initiates recommendations to reassign me within my particular Office or Career Service? (2)
108. Will I get a chance to present my wishes and opinions personally to the Board whenever it reviews my Personnel Evaluation Report or proposed personnel actions concerning me? (2)
109. Can I be given an assignment which doesn't appear to advance my career or doesn't conform to my career development plan? (2)
110. Can my particular Career Service refuse to release me for reassignment to a position in another Career Service? (2)
111. If I am being considered for reassignment to a position in another Career Service, will that Career Service Board be required to approve the action? (2)

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112. Does my Career Service Board maintain a special folder concerning me? (2)
113. Is my Career Service Board primarily interested in the utilization and development of personnel in the higher grades? (2)
114. Is my Career Service Board in competition with other Career Service Boards? (2)
115. Is it possible to get a "poorer deal" (for example, slower promotions) in my particular Career Service than in some other Career Services? (2)
116. Is my particular Career Service Board different from other Career Service Boards? (2)
117. Does the CIA Career Service Board control my Office Career Service Board? (2)
118. As a member of my particular Career Service, do I get all the advantages of the CIA Career Service Program? (2)
119. If I am not a member of the Career Service of my choice, how can I join it? (2)
120. Can I change my career designation to some other Career Service? (2)
121. If I change my career designation to another Career Service, is it necessary for me to be reassigned from my present position? (2)
122. What information is considered by my Career Service Board in addition to that contained in Personnel Evaluation Reports? (2)
123. Does anyone else (besides the Career Service Board) use my Personnel Evaluation Reports? (2)
124. Are there certain logical paths of advancement for me in the Career Service? (2)
125. If I request reassignment, will the request be given serious consideration? (2)
126. Are career opportunities (e.g., promotion, training) as good in one part of the Career Service as in another? (2)
127. Can I be reassigned to a position in another Career Service? (2)
128. Can my supervisor refuse to release me for reassignment elsewhere in my Career Service?
129. Will a successful career in CIA have public acknowledgement? (1)
130. Why do we have an Incentive Awards Program? (10)

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131. What do we mean by incentive awards? (10)
132. Who participates in the Incentive Awards Program? (10)
133. How does one go about submitting suggestions? (10)
134. Am I permitted to enlist the aid and advice of my supervisor on an idea? (10)
135. Suppose I am given a step increase as an award and I am shortly due my yearly step increase? (10)
136. Can I receive a cash award for submitting a suggestion which concerns improving methods for doing my own work? (10)
137. For what period of time will my suggestion be maintained as a "live" suggestion? (10)
138. Can I refile a suggestion at the end of the two years following its original rejection to continue to protect my idea? (10)
139. Is any cash award given for suggestions which do not have a measurable dollar saving? (10)
140. Can groups or teams of individuals submit suggestions as a joint effort? (10)
141. If my suggestion is rejected and later a substantially similar suggestion is adopted who would receive the award? (10)
142. If the first years savings were estimated too high would I be required to return part of my award? (10)
143. If the original first years savings were estimated on the low side in regard to the actual savings would the award given be adjusted? (10)
144. What is the highest award any one individual can receive for a single suggestion? (10)